



# Bay Area Catholic Schools St. James Elementary School

715 14<sup>th</sup> Street • Bay City, MI 48708 • Office 989-892-4371 • Fax 989-892-7567

Marlene H. Dortch, Secretary  
Federal Communications Commission  
Office of the Secretary  
445 12<sup>th</sup> Street, SW  
Washington, DC 20554

Received & Inspected

AUG - 3 2010

FCC Mail Room

CC Docket No. 02-6 and CC Docket No. 96-45

**Waiver Request for: ("Funding Year 2010 Form 471 Postmarked outside of Window Letter")**

St. James Elementary School

Sister Julie Gatza

715 14<sup>th</sup> Street

Bay City, MI 48708

1-989-892-4371

FAX: 1-989-892-7567

[office@stjamesbc.org](mailto:office@stjamesbc.org)

Entity No. 56287

Form Identifier No. 471-2-0910

Form 471 Application No. 769456

Re: Charter Communications (SPIN:143005817)

**Reason for a waiver for St. James Elementary School:**

When filling out the 470 form for Telecommunication and Internet Services, we failed to realize that we could not file our internet service on the 471 if not included in the 470.

We had recently signed a new 3 year contract with Charter Communications and thought that there was no place on the 470 form for this recent contract. We were surprised to find out when filing the 471 that we were unable to apply for E-rate Internet Access for assistance with our bills, which we desperately need. We filed a new 470 for Internet Access, but did not have enough time in the filing window to complete the 471 on time.

This was truly an oversight, not knowing enough about the procedures for filing. Please consider our appeal. We chose to file our appeal with the FCC and have not appealed to USAC. Thank you for your consideration.

Sincerely,

  
Sister Julie Gatza, Principal

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In Partnership with the Family, Saint James Immerses Every Student in a Unique Christ Centered Environment, Meeting Their Individual Academic and Spiritual Needs, for the Purpose of Developing the Whole Person to Live the Gospel.





Schools and Libraries Division

**FUNDING YEAR 2010 FORM 471  
POSTMARKED OUTSIDE OF WINDOW**

June 7, 2010

JULIE GATZA  
ST JAMES ELEMENTARY SCHOOL  
715 14TH ST  
BAY CITY, MI 48708-7204

Re: Applicant's Form Identifier: 471-2-0910  
Form 471 Application Number: 769456

Dear JULIE GATZA:

We're sending this letter to thank you for your recent Form 471 application. Your Form 471 application was postmarked on 03/05/2010, which is AFTER the Funding Year 2010-2011 filing window closed at 11:59 p.m. EST on Friday, February 19, 2010.

Program rules require us to hold your application pending final review of those applications that were filed within the filing window. We will post an announcement on the USAC website at [www.usac.org/sl](http://www.usac.org/sl) once we determine if funding applications that were submitted within the application filing window will fully utilize all the funds available for this Funding Year.

For more information about the processing of pending applications, about funding for applications filed after the close of the filing window or about plans for future Funding Years, please visit our website or call the Client Service Bureau at 1-888-203-8100.

**TO APPEAL THIS DECISION:**

If you wish to appeal a decision indicated in this letter, your appeal must be received by USAC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and (if available) email address for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Include the following to identify the decision letter and the decision you are appealing:
  - Appellant name,
  - Applicant or service provider name,
  - BEN,
  - Application number 769456 as assigned by USAC,
  - "Funding Year 2010 Form 471 Postmarked Outside of Window Letter,"AND
  - The exact text or the decision that you are appealing.
3. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep a copy of your entire appeal, including any correspondence and documentation.



4. If you are an applicant, please provide a copy of your appeal to the service provider(s) affected by USAC's decision. If you are a service provider, please provide a copy of your appeal to the applicant(s) affected by USAC's decision.

5. Provide an authorized signature on your letter of appeal.

To submit your appeal to USAC by email, email to [appeals@sl.universalservice.org](mailto:appeals@sl.universalservice.org). USAC will automatically reply to incoming emails to confirm receipt.

To submit your appeal to us by fax, fax your appeal to (973)599-6542.

To submit your appeal to us on paper, send your appeal to:

Letter of Appeal  
Schools and Libraries Division - Correspondence Unit  
100 South Jefferson Road  
P.O. Box 902  
Whippany, NJ 07981

You have the option of filing an appeal with USAC or with the Federal Communications Commission (FCC). You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received by the FCC or postmarked within 60 days of the above date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. We strongly recommend that you use the electronic filing options described in the "Appeals Procedure" posted on our website. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

Schools and Libraries Division  
Universal Service Administrative Company